

**National Materials Program  
Pilot Project Chairs Teleconference Meeting  
August 20, 2003  
10:30 AM - 12:00 PM**

---

**Agenda**

1. General Discussion
  - Updating NMP website (Charters, WPPs, Implementation Plan, etc.)
  - Test of Alliance Option
  - Need for Public Meetings
2. Upcoming NMP Presentations at OAS Meeting
  - Participation in poster session
3. Progress Report of Each Pilot Project
  - Pilot #1
  - Pilot #2
  - Pilot #3
  - Pilot #4
  - Pilot #5
4. Implementation Plan
  - Updating
  - Documenting staff time
5. Success Measures in SECY-02-0074

## Notes from Meeting

Start Time: 10:30 AM Eastern Time

Attendees: Kevin Hsueh, Shawn Smith, Ruth McBurney, Jan Endahl, Tom Young

### 1. General Discussion

OAS, CRCPD Chairs, and NMSS and STP Directors have concurred in the Charters and Work Product Plans for pilots 1, 2, 3 and 5. These documents have been or will be posted on the NMP web site. In addition, revisions of the Pilot Projects Implementation Plan and List of Working Group Members will also be posted on the NMP web site.

The use of Alliance terms “Administrative Core” and “Decision Makers” was discussed. Pilot Chairs have decided not to introduce the terms in the middle of the pilot projects but some of the Alliance concept being applied during the course of the pilot projects will be mentioned in the Commission paper due in November 2004. It is Pilot Chairs’ understanding that STP is the lead organization for Pilot 1, CRCPD for Pilot 2, NMSS for Pilots 3 and 5, and OAS for Pilot 4.

The need for a public meeting to solicit stakeholders’ input was discussed. Pilot Chairs support to have a joint public meeting in spring 2004. Individual Pilots may have their own public meetings prior to Spring 2004, if needed.

The next conference call will be held on September 22 from 10 AM to 12 PM Eastern Time.

### 2. Upcoming NMP Presentation at OAS Meeting

Pilot Chairs have decided not to have a joint poster session at the upcoming OAS meeting. Slides needed for the panel discussion will be discussed and finalized in the next conference call. Kevin will work with Pilot Chairs to have a draft slides prior to the next conference call.

### 3. Progress Report of Each Pilot Project

#### -Pilot #1

The Working Group (WG) received concurrence from STP on the charter and WPPs. The WG solicited regulators’ input on a list of regulatory needs in June and has received about 80 regulatory needs from regulators including NRC and States. Currently, the WG is in the process of prioritizing these regulatory needs. The WG plans to brief senior NRC managers, and the leadership of OAS and CRCPD their approach to prioritize the regulatory needs on September 10 . As a result of the briefing, there is some delay on the WG’s schedule. However, the WG continues to make progress and is expected to complete its final products by the end of January 2004.

#### -Pilot #2

The WG has finalized its first work products that formalize the draft criteria and process for reviewing a new application from a State or an organization wanting recognition as a certifying entities, or for reviewing program changes from existing certifying entities. The WG is currently in the second phase of its project which involves an evaluation of the application of the criteria and process on a volunteer program. More than 10 letters have been sent out by the WG to potential volunteers to solicit their comments on the draft criteria and process, and invite their participation in a test case. The WG expects that a test case will be selected in September and evaluation of the test case will be completed by early December. The WG is expected to complete its final products by the end of December 2003.

-Pilot #3

Mike was not able to participate in the conference call. He provided status of the WG via e-mail. He reported that Marcia Howard (Ohio) and Duncan White (NRC) has joined the WG. Marcia is also serving as Co-Chair of the WG. The WG has received concurrence on the charter and WPP. In addition, he indicated that the WG continues to explore the possibility of working with a State university staff member and consider include work already being performed by the University under contract to an Agreement State. The WG is expected to complete its final products by the end of January 2004.

-Pilot #4

Kathy was not able to participate in the conference call. Based on her telephone conversation with Kevin at a later date, she indicated that she continues to search the appropriate licensing and inspection guidance to be developed under this Pilot Project.

-Pilot #5

Tom indicated that a writing team meeting was scheduled from 7/14 to 7/18 to resolve comments, and prepare a draft final version of IMC 2800 and its associated documents. The writing team plans to complete its work products by mid August. All the comments received on the team's products are expected to be addressed and reflected in the final versions of the work products by the end of September.

4. Implementation Plan

Changes on the implementation plan were discussed. Chairs will provide comments, if any, to Kevin within a week. Chairs are requested to provide State staff time spent on the WG projects on a monthly basis. Kevin will update NRC staff time based on information collected from the time and labor codes.

5. Success Measures in SECY-02-0074

Due to the time constraint, this item was not discussed. However, Shawn provided a check list on the success measures which Pilot 1 plans to address. Pilots 2, 3 and 5 will provide the information at a later time. This item will continue to be listed in the upcoming conference call agenda.